

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

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TO: CSBG Service Providers

FROM: *P. Harrison*
Pamela Harrison

SUBJECT: 2012/2013 Community Services Block Grant Community Action Plan

DATE: February 1, 2011

The 2012/2013 Community Action Plan (CAP) is enclosed for review and completion. In compliance with the Community Services Block Grant (CSBG) Act (Public Law 105-285) the State is to secure from each eligible entity as a condition to receipt of funding a CAP. Each entities CAP provides valuable and required information that the Department of Community Services and Development (CSD) must aggregate and incorporate into the Community Services Block Grant (CSBG) State Plan that is due to the Office of Community Services (OCS) September 1, 2011.

To facilitate CSD's review of the CAP please remember:

- *The completed CAP is due to CSD no later than June 30, 2011.*
- Complete the Summary/Checklist to ensure all required information is included.
- Include a table of contents and consecutive page numbering in the plan.
- Title and respond to all applicable components in each section in the arranged order.

The 2012/2013 CAP forms are available for download via the CSD web site at www.csd.ca.gov under "CSD Contractors">CSBG>Announcements". The entire CAP must be submitted to your Field Representative by **June 30, 2011** and contain one original and two copies. Please feel free to contact your assigned Field Representative with any questions regarding the submission of the CAP.

Enclosures

**COMMUNITY SERVICES BLOCK GRANT
2012/2013 PROGRAM YEAR COMMUNITY ACTION PLAN
COVER PAGE**

TO: Department of Community Services and Development
Attention: Field Operations
P. O. Box 1947
Sacramento, CA 95812-1947

FROM: Agency:

Address:

City:

Agency Contact Person Regarding Community Action Plan

Name:

Title:

Phone: ext.

FAX:

E-mail address:

CERTIFICATION OF COMMUNITY ACTION PLAN AND ASSURANCES

The undersigned hereby certify that this agency complies with the Assurances and Requirements of this 2012/2013 Community Action Plan and the information in this CAP is correct and has been authorized by the governing body of this organization.

Board Chairperson

Date

Executive Director

Date

COMMUNITY ACTION PLAN REQUIREMENTS

Summary/Checklist

The 2012/2013 request for Community Action Plan (CAP) must meet specific requirements as defined by law and are described in detail in this document. The CAP forms, with specific instructions on how to complete each form, are assembled separately for ease in preparing. Once you have completed your CAP, submit to CSD one original document (marked "original") and two copies (marked "copy") no later than **June 30, 2011**. The following is a check list of the components to be included in the CAP:

- ☐ CAP Cover Page with appropriate signatures
- ☐ Table of Contents and all CAP pages numbered consecutively
- ☐ Agency Vision & Mission Statements
- ☐ Requirement 1: Community Information Profile and Needs Assessment
- ☐ Requirement 2: Statewide Priority
- ☐ Requirement 3: Federal Assurances (Indicate the applicable assurances)
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- ☐ Requirement 5: Documentation of Public Hearing(s)
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AGENCY VISION & MISSION STATEMENTS

The Vision Statement describes a desired future based on your agency's values. The vision is broader than what any one agency can achieve; the agency collaborates with others in pursuit of the vision.

Provide your agency's Vision Statement.

VISION STATEMENT:

The Mission Statement describes the agency's reason for existence and may state its role in achieving its vision.

Provide your agency's Mission Statement.

MISSION STATEMENT:

REQUIREMENT 1 COMMUNITY INFORMATION PROFILE & NEEDS ASSESSMENT

State law requires each CSBG eligible entity to develop a Community Action Plan (CAP) that will assess poverty-related needs, available resources, feasible goals, and strategies to prioritize its services and activities to promote the goals of self-sufficiency among the low-income populations in its service area. (*Government Code 12747(a)*)

Each CAP shall include the Community Information Profile and Needs Assessment as follows:

1. **Community Information Profile**: Describes the problems and causes of poverty in the agency's service area based on objective, verifiable data and information. (*Government Code 12754(a)*)

Attach the agency's Community Information Profile. This must include corresponding heading (i.e., Community Information Profile), sequence, and description of:

- A. Agency's service area in terms of factors such as poverty, unemployment, educational attainment, health, nutrition, housing conditions, homelessness, crime rates, incidents of delinquency, the degree of participation by community members in the affairs of their communities and/or other similar factors deemed appropriate by the agency. Factors described in the Community Information Profile must be typical for baseline data and substantiated by corroboration gained through public forums, customer questionnaires, surveys of service providers, surveys of potential customers, statistical data, evaluation studies, key informants, anecdotal sources and/or other sources deemed reliable by the agency.
- B. Community resources and services, other than CSBG, which are available in the agency's service area to ameliorate the causes of poverty and the extent to which the agency has established linkages with those service providers.
- C. The agency's plan for regularly reviewing and revising the Community Information Profile. In particular, describe how the agency ensures that the most current data and relevant factors are included.

2. **Needs Assessment**: Describes local poverty-related needs, with further identification and prioritization of the eligible activities to be funded by CSBG. It also serves as the basis for the agency's goals, problem statement(s) and program delivery strategy(s).

The Needs Assessment should analyze the demographic and economic conditions and other poverty-related factors identified in your Community Information Profile.

Attach the agency's Needs Assessment which must include corresponding heading (i.e., Needs Assessment), sequence, and description of:

- A. Assessment of existing resources providing the minimum services listed in Government Code section 12745(f). These services shall include, but shall not be limited to, all of the following:
 - i. A service to help the poor complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications.
 - ii. A service to explain program requirements and client responsibilities in programs serving the poor.
 - iii. A service to provide transportation, when necessary and possible.
 - iv. A service which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.
- B. Specific information about how much and how effective assistance is being provided to deal with the problems and causes of poverty. (*Government Code 12754(a)*)
- C. Establishment of priorities among projects, activities and areas for the best and most efficient use of CSBG resources. (*Government Code 12754(a)*)
- D. The process the agency utilizes to collect the most applicable information to be included as part of the needs assessment. In particular, describe how the agency ensures that the needs assessment reflects the current priorities of the low-income population in the service area, beyond the legal requirement for a local public hearing of the community action plan.
- E. The agency's plan for regularly reviewing and revising the needs assessment.

REQUIREMENT 2
2012/2013 STATEWIDE PRIORITY/STRATEGY STATEMENT
Government Code Section 12745(e)

The department may prescribe statewide priorities among eligible activities or strategies that shall be considered and addressed in the local planning process and described in the community action plan submitted to the state. Each eligible entity shall be authorized to set its own program priorities in conformance to its own determination of local needs.
(*Government Code 12745(e)*)

Does the Agency accept the Family Self-Sufficiency Statewide Priority? ☐ Yes ☐ No
(If "No", answer question 3)

1. What is the agency's definition of Family Self-Sufficiency?
2. Describe the strategies utilized to support and achieve the Family Self-Sufficiency priority.
3. If the agency rejects the statewide priority, state the reason(s) for the agency's rejection.

**REQUIREMENT 3
FEDERAL ASSURANCES
COATES Human Services Reauthorization Act of 1998: Public Law 105-285**

In an attachment, with corresponding headings and sequence (i.e., 1. Section 676(b)(1)(A), vii:), identify and provide a narrative description for the agency activities, as applicable, in accordance with the Federal Assurances 676(b)(1)(A-C).

1. Section 676(b)(1)(A):

To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals—

- i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);
- ii. secure and retain meaningful employment;
- iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;
- iv. make better use of available income;
- v. obtain and maintain adequate housing and a suitable living environment;
- vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and
- vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to;
 - I. document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and;
 - II. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

2. Section 676(b)(1)(B):

To address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as—

- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and
- (ii) after-school childcare programs.

3. Section 676(b)(1)(C):

To make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).

Attach a narrative description, with corresponding headings (i.e., 1. Section 676(b)(4):), of the agency activities for each of the Federal Assurances listed below:

- 1. Section 676(b)(4):** Will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals.
- 2. Section 676(b)(5):** Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.
- 3. Section 676(b)(6):** Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

- 4. Section 676(b)(9):** Entities will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.
- 5. Section 676(b)(10):** Each eligible entity to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.
- 6. Section 676(b)(12):** All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.
- 7. Section 678D(a)(1)(B):** Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.
- 8. Section 676(b)(3)(A):** Provide a description of the service delivery system, for services provided or coordinated with funds made available through grants under section 675C(a), targeted to low-income individuals and families in communities within the State.
- 9. Section 676(b)(3)(B):** Provide a description of how linkages will be developed to fill identified gaps in the services, through the provision of information, referrals, case management, and follow-up consultations.
- 10. Section 676(b)(3)(C):** Provide a description of how funds made available through grants under section 675C(a) will be coordinated with other public and private resources.
- 11. Section 676(b)(3)(D):** Provide a description of how the local entity will use the funds to support innovative community and neighborhood-based initiatives related to the purposes of this subtitle, which may include fatherhood initiatives and other initiatives with the goal of strengthening families and encouraging effective parenting.

**REQUIREMENT 4
STATE ASSURANCES
California Government Code**

Attach a narrative description, with corresponding headings (i.e., 1. Section 12730(h):), of how your agency is meeting the State Assurances listed below:

- 1. Section 12730(h):** Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.
- 2. Section 12747(a):** Community action plans shall provide for the contingency of reduced federal funding. Provide your agency's contingency plan for reduced federal funding. Also, include a description of how your agency will be impacted in the event of reduced CSBG funding.
- 3. Section 12760:** Community Action Agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all grantees and the populations they serve.

REQUIREMENT 5
DOCUMENTATION OF PUBLIC HEARING(S)
Government Code Section 12747(d)

Agencies holding public hearings pursuant to this Article shall identify all testimony presented by the poor and shall determine whether the concerns expressed by that testimony have been addressed in the Community Action Plan (CAP). If the agency determines that any of the concerns have not been included in the CAP, it shall specify in its response to the CAP information about those concerns and comment as to their validity. (*Government Code 12747(d)*)

This section shall include the following:

1. Attach a narrative description of the agency's public hearing process. Agencies should describe the methods used to invite the local community to the public hearings. Note: Public hearing(s) shall not be held outside of the service area(s).
2. One copy of each public notice published in the media to advertise the public hearing.
3. Attach a summary of all testimony presented by the poor and identify the following:
 - Was the testimony addressed in the CAP? (If so, indicate the page).
 - If the testimony was not addressed in the CAP, provide an explanation.
4. Attach a narrative description of other methods the agency used to gather information regarding the needs of the community (i.e. surveys, public forums, etc).

REQUIREMENT 6
MONITORING & EVALUATION PLAN

Attach a narrative description of the specific method(s) of evaluation, frequency, and monitoring that ensures program and fiscal performance in accordance with the objectives in the agency's Community Action Plan.

The monitoring and evaluation plan shall ensure the following:

1. Data is collected to measure the progress of the agencies goals.
2. Ensure that reports are prepared and submitted to CSD in accordance with contract requirements.



**National Association for State
Community Services Programs**

National Performance Indicators Instruction Manual

For State Use in Completing the FY 2009 CSBG Information System Survey

May 2009

CSBG/NPI PROGRAMS REPORT INSTRUCTIONS
for the
Community Action Plan (CAP)

Background:

The CSD 801 (Rev. 1/09) report form is used as a Community Action Plan (CAP), Contract form, Mid-Year Progress Report, and an Annual Report. This form is used to establish CAP projections and goals over a two-year period, as well as capture Contract projections and goals over a one-year period. The Progress Report and Annual Report will capture the agency's success in accomplishing the goals. The goals and National Performance Indicators (NPI) used in the CSD 801 form are National Goals and Indicators, which CSD is required to annually report to the U.S Health and Human Services Agency (HHS), Office of Community Services (OCS), and the National Association of Community Service Programs (NASCSP)

There are six OCS Goals which CSD is required to track and report outcomes to the NASCSP and OCS. Under each goal are the NPI's that capture outcomes, which contribute to the accomplishment of the OCS goals. The CSD 801 consists of OCS Goals and under each goal is a list of indicators, which pertain to the goals. The listed indicators were taken from the OCS Guide to Organizing and Reporting National Indicators of Community Action

Completing the NPI form:

This report is created in an Excel template and designed to be completed on the PC using Excel. Please download the template at www.csd.ca.gov under "CSD Contractors">CSBG>Resources" The form can then be saved to your PC hard drive and completed. The CSD 801 is one (1) workbook, broken down into eleven (11) worksheets. At the bottom of the excel screen will be tabs labeled for each

Information in the following fields will automatically populate into all other tabs from the GOAL 1 tab, so please ensure accuracy when completing these fields:

Put an X in the upper right hand box, indicating this form is a Community Action Plan form;
Community Action Plan box will project the goals of the agency over the two year CAP period,
Contractor's Name,
Contract Number (when submitting a CAP, write CAP in the space provided for Contract number),
Contact Person and Title,
Phone Number,
E-mail, and
Fax.

Problem Statement: Problem statements identified must be supported in the needs assessment and goal-setting process. Briefly address the following components:

- o What is the Problem?
- o What is the cause of the problem?
- o Who is affected?
- o Location of those affected?

Program Activities and Delivery Strategies: Enter all of the planned activities and delivery strategies necessary to achieve the National Performance Indicators. Include a description of services along with a brief explanation of

National Performance Indicators: The 12 NPI's are about community action, not just the Community Services Block Grant. Outcomes should be counted and reported from all relevant community action programs and activities. Reference the Federal Guide to Organizing and Reporting National Indicators of Community Action Performance for detailed information, updated (October 22, 2007) and is

- o Only the first column (1) should be completed for the CAP form.
- o All projections should be numerical.
- o Do not use zeros, percentages, or fractions.

- o If the question or NPI is not applicable to your agency's work, leave the cell blank.
- o Enter data for NPI's that directly relate to your agency's work.
- o All data should reflect the projected outcomes to be tracked during the 2-year CAP and 1-year CSBG contract period.
- o Blank rows are used to capture additional indicators that are NOT identified.
- o Submit narrative reports only to describe activities and outcomes that support one or more of the National Performance Indicators in ways that may not be covered by the exact wording of the indicator.

Submitting the CAP form

For the CAP, please print and submit the CSD 801 in hard copy with your CAP. To print the CSD 801, go to file, print and in the "print what" section **choose entire workbook**. The entire workbook option will print each page in the workbook for submission. **The CAP is due to your Field Representative by June 30, 2011.**

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 1.1 Employment | | 1 | | 2 | 3 | 4 | 5 |
|---|--|---|------------------|---|--|--|--|
| The number and percentage of low-income participants in Community Action employment initiatives who get a job or become self-employed, as measured by one or more of the following: | | Number of Participants Projected to be Served for Contract Period (#) | Reporting Period | Number of Participants Enrolled in Program(s) in Reporting Period (#) | Number of Participants Expected to Achieve Outcome in Reporting Period (#) | Number of Participants Achieving Outcome in Reporting Period (#) | Percentage Achieving Outcome in Reporting Period (%) |
| A. Unemployed and obtained a job | | | Mid-Year | | | | |
| | | | Annual | | | | |
| B. Employed and maintained a job for a least 90 days | | | Mid-Year | | | | |
| | | | Annual | | | | |
| C. Employed and obtained an increase in employment income and/or benefits | | | Mid-Year | | | | |
| | | | Annual | | | | |
| D. Achieved "living wage" employment and/or benefits | | | Mid-Year | | | | |
| | | | Annual | | | | |

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

| | | | | | | |
|--|--|----------|--|--|--|--|
| | | Mid-Year | | | | |
| | | Annual | | | | |

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance | | 1 | | 2 | 3 |
|---|---|---|------------------|---|--|
| Employment Supports | | Number of Participants Projected to be Served for Contract Period (#) | Reporting Period | Number of Participants Enrolled in Program(s) in Reporting Period (#) | Number of Participants Achieving Outcome in Reporting Period (#) |
| The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from community action, as measured by <u>one or more</u> of the following: | A. Obtained skills/competencies required for employment | | Mid-Year | | |
| | | | Annual | | |
| B. Completed ABE/GED and received certificate or diploma | | | Mid-Year | | |
| | | | Annual | | |
| C. Completed post-secondary education program and obtained certificate or diploma | | | Mid-Year | | |
| | | | Annual | | |
| D. Enrolled children in "before" or "after" school programs | | | Mid-Year | | |
| | | | Annual | | |
| E. Obtained care for child or other dependant | | | Mid-Year | | |
| | | | Annual | | |
| F. Obtained access to reliable transportation and/or driver's license | | | Mid-Year | | |
| | | | Annual | | |
| G. Obtained health care services for themselves or a family member | | | Mid-Year | | |
| | | | Annual | | |
| H. Obtained safe and affordable housing | | | Mid-Year | | |
| | | | Annual | | |
| I. Obtained food assistance | | | Mid-Year | | |
| | | | Annual | | |
| J. Obtained non-emergency LIHEAP energy assistance | | | Mid-Year | | |
| | | | Annual | | |
| K. Obtained non-emergency WX energy assistance | | | Mid-Year | | |
| | | | Annual | | |
| L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX) | | | Mid-Year | | |
| | | | Annual | | |

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

| | | | | |
|--|--|----------|--|--|
| | | Mid-Year | | |
| | | Annual | | |

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 1.3 | 1 | | 2 | 3 | 4 | 5 | 6 |
|---|--|-------------------------|--|---|---|---|--|
| Economic Asset Enhancement and Utilization | Number of Participants Projected to be Served for Contract Period (#) | Reporting Period | Number of Participants Enrolled in Program(s) in Reporting Period (#) | Number of Participants Expected to Achieve Outcome in Reporting Period (#) | Number of Participants Achieving Outcome in Reporting Period (#) | Percentage Achieving Outcome in Reporting Period (%) | Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) |
| The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following: | | | | | | | |

A. ENHANCEMENT

| | | | | | | |
|---|----------|--|--|--|--|--|
| 1. Number and percent of participants in tax preparation programs who qualified for any type of Federal or State tax credit and the expected aggregated dollar amount of credits. | Mid-Year | | | | | |
| | Annual | | | | | |
| 2. Number and percentage obtained court-ordered child support payments and the expected annual aggregated dollar amount of payments. | Mid-Year | | | | | |
| | Annual | | | | | |
| 3. Number and percentage enrolled in telephone lifeline and/or energy discounts with the assistance of the agency and the expected aggregated dollar amount of savings. | Mid-Year | | | | | |
| | Annual | | | | | |

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

| | | | | | | |
|--|----------|--|--|--|--|--|
| | Mid-Year | | | | | |
| | Annual | | | | | |

Goal 1: Low-income people become more self-sufficient.

NPI 1.3: Economic Asset Enhancement and Utilization

| National Performance Indicator 1.3 (Continued) | 1 | | 2 | 3 | 4 | 5 | 6 |
|---|--|-------------------------|--|---|---|---|--|
| Economic Asset Enhancement and Utilization | Number of Participants Projected to be Served for Contract Period (#) | Reporting Period | Number of Participants Enrolled in Program(s) in Reporting Period (#) | Number of Participants Expected to Achieve Outcome in Reporting Period (#) | Number of Participants Achieving Outcome in Reporting Period (#) | Percentage Achieving Outcome in Reporting Period (%) | Aggregated Dollar Amounts (Payments, Credits or Savings) (\$) |
| The number and percentage of low-income households that achieve an increase in financial assets and/or financial skills as a result of community action assistance, and the aggregated amount of those assets and resources for all participants achieving the outcome, as measured by <u>one or more</u> of the following: | | | | | | | |

B. UTILIZATION

| | | | | | | | |
|--|----------|--|--|--|--|--|-----|
| 1. Number and percent demonstrating ability to complete and maintain a budget for over 90 days | Mid-Year | | | | | | N/A |
| | Annual | | | | | | |
| 2. Number and percent opening an Individual Development Account (IDA) or other savings account and increased savings, and the aggregated amount of savings | Mid-Year | | | | | | |
| | Annual | | | | | | |
| 3. Number and percent of participants who increased their savings through IDA or other savings accounts and the aggregated amount of savings | Mid-Year | | | | | | |
| | Annual | | | | | | |

3. Of participants in a community action asset development program (IDA and others):

| | | | | | | | |
|--|----------|--|--|--|--|--|--|
| a. Number and percent capitalizing a small business due to accumulated savings | Mid-Year | | | | | | |
| | Annual | | | | | | |
| b. Number and percent pursuing post-secondary education due to savings | Mid-Year | | | | | | |
| | Annual | | | | | | |
| c. Number and percent purchasing a home due to accumulated savings | Mid-Year | | | | | | |
| | Annual | | | | | | |
| d. Number and percent of participants purchasing other assets with accumulated savings | Mid-Year | | | | | | |
| | Annual | | | | | | |

In the rows below, please include any additional indicators for NPI 1.3 that were not captured above.

| | | | | | | | |
|--|----------|--|--|--|--|--|--|
| | Mid-Year | | | | | | |
| | Annual | | | | | | |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 1:

Agency's Narratives Goal 1: Low-income people become more self-sufficient.

This space is to record any significant narrative information for national goal 1, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Goal 2: The conditions in which low-income people live are improved.

NPI 2.1: Community Improvement and Revitalization

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Community Improvement and Revitalization | | 1 Number of Projects Projected for Contract Period (#) | Reporting Period | 2 Number of Projects or Initiatives (#) | 3 Number of Opportunities and/or Community Resources Preserved or Increased (#) |
|--|--|--|---------------------|---|---|
| Increase in, or safeguarding of threatened opportunities and community resources or services for low-income people in the community as a result of community action projects/initiatives or advocacy with other public and private agencies, as measured by <u>one or more</u> of the following: | | | | | |
| A. Jobs created, or saved, from reduction or elimination in the community. | | | Mid-Year | | |
| | | | Annual | | |
| B. Accessible "living wage" jobs created, or saved, from reduction or elimination in the community. | | | Mid-Year | | |
| | | | Annual | | |
| C. Safe and affordable housing units created in the community | | | Mid-Year | | |
| | | | Annual | | |
| D. Safe and affordable housing units in the community preserved or improved through construction, weatherization or rehabilitation achieved by community action activity or advocacy | | | Mid-Year | | |
| | | | Annual | | |
| E. Accessible and affordable health care services/facilities for low-income people created or saved from reduction or elimination. | | | Mid-Year | | |
| | | | Annual | | |
| F. Accessible safe and affordable childcare or child development placement opportunities for low-income families created or saved from reduction or elimination. | | | Mid-Year | | |
| | | | Annual | | |
| G. Accessible "before school" and "after school" program placement opportunities for low-income families created or saved from reduction or elimination | | | Mid-Year | | |
| | | | Annual | | |
| H. Accessible new, or expanded transportation resources or those that are saved from reduction or elimination, that are available to low-income people, including public or private transportation. | | | Mid-Year | | |
| | | | Annual | | |

| | | | | |
|--|--|----------|--|--|
| I. Accessible or increased educational and training placement opportunities or those that are saved from reduction or elimination, that are available for low-income people in the community, including vocational, literacy and life skill training, ABE/GED, and post-secondary education. | | Mid-Year | | |
| | | Annual | | |

In the rows below, please include any additional indicators for NPI 2.1 that were not captured above.

| | | | | |
|--|--|----------|--|--|
| | | Mid-Year | | |
| | | Annual | | |

Goal 2: The conditions in which low-income people live are improved.

NPI 2.2: Community Quality of Life and Assets

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 2.2 Community Quality of Life and Assets | | 1 Number of Programs Projected for Contract Period (#) | Reporting Period | 2 Number of Program Initiatives or Advocacy Efforts (#) | 3 Number of Community Assets, Services or Facilities Preserved or Increased (#) |
|---|--|---|------------------|--|--|
| The quality of life and assets in low-income neighborhoods are improved by community action initiative or advocacy, as measured by <u>one or more</u> of the following: | | | | | |
| A. Increases in community assets as a result of a change in law, regulation or policy, which results in improvements in quality of life and assets | | | Mid-Year | | |
| | | | Annual | | |
| B. Increase in the availability or preservation of community facilities | | | Mid-Year | | |
| | | | Annual | | |
| C. Increase in the availability or preservation of community services to improve public health and safety | | | Mid-Year | | |
| | | | Annual | | |
| D. Increase in the availability or preservation of commercial services within low-income neighborhoods | | | Mid-Year | | |
| | | | Annual | | |
| E. Increase or preservation of neighborhood quality-of-life resources | | | Mid-Year | | |
| | | | Annual | | |
| In the rows below, please include any additional indicators for NPI 2.2 that were not captured above. | | | | | |
| | | | Mid-Year | | |
| | | | Annual | | |

Goal 2: The conditions in which low-income people live are improved.

NPI 2.3: Community Engagement

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance | | 1 | 2 |
|--|--|--|-------------------------------------|
| Community Engagement | | Number of Programs Projected for Contract Period (#) | Total contribution by Community (#) |
| The number of community members working with Community Action to improve conditions in the community. | | | |
| A. Number of community members mobilized by Community Action that participate in community revitalization and anti-poverty initiatives | | Mid-Year | |
| | | Annual | |
| B. Number of volunteer hours donated to the agency (This will be All volunteer hours) | | Mid-Year | |
| | | Annual | |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 2:

The Conditions in which low-income people live are improved.

This space is to record any significant narrative information for national goal 2, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 3: Low-income people own a stake in their community.

NPI 3.1: Community Enhancement Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 3.1 | | 1 | 2 |
|--|--|---|-----------------------------------|
| Community Enhancement Through Maximum Feasible Participation | | Total Number of Volunteer Hours Projected # | Total Number of Volunteer Hours # |
| The number of volunteer hours donated to Community Action | | | |
| The total number of volunteer hours donated by low-income individuals to Community Action. (This is ONLY the number of volunteer hours from individuals who are low-income.) | | Mid-Year | |
| | | Annual | |
| In the rows below, please include any additional indicators for NPI 3.1 that were not captured above. | | | |
| | | Mid-Year | |
| | | Annual | |

Goal 3: Low-income people own a stake in their community.

NPI 3.2: Community Empowerment Through Maximum Feasible Participation

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 3.2 | | | |
|--|--|---|--|
| Community Empowerment Through Maximum Feasible Participation | | 1 | 2 |
| The number of low-income people mobilized as a direct result of community action initiative to engage in activities that support and promote their own well-being and that of their community, as measured by <u>one or more</u> of the following: | | Number of Low-Income People Projected for Contract Period (#) | Number of Low-Income People Achieved in Reporting Period (#) |
| A. Number of low-income people participating in formal community organizations, government, boards or councils provide input to decision-making and policy setting through community action efforts | | | Mid-Year |
| | | | Annual |
| B. Number of low-income people acquiring businesses in their community as a result of community action assistance | | | Mid-Year |
| | | | Annual |
| C. Number of low-income people purchasing their own homes in their community as a result of community action assistance | | | Mid-Year |
| | | | Annual |
| D. Number of low-income people engaged in non-governance community activities or groups created or supported by community action | | | Mid-Year |
| | | | Annual |
| In the rows below, please include any additional indicators for NPI 3.2 that were not captured above. | | | |
| | | | Mid-Year |
| | | | Annual |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 3:

Low-income people own a stake in their community.

This space is to record any significant narrative information for national goal 3, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance <u>Indicator 4.1</u> | | 1 | | 2 |
|---|---|--|------------------|--|
| Expanding Opportunities Through Community-Wide Partnerships | | Number of Partnerships Projected for Contract Period (#) | Reporting Period | Number of Organizational Partnerships Achieved in Reporting Period (#) |
| The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes. | | | | |
| A. | Non-Profit | | Mid-Year | |
| | | | Annual | |
| B. | Faith Based | | Mid-Year | |
| | | | Annual | |
| C. | Local Government | | Mid-Year | |
| | | | Annual | |
| D. | State Government | | Mid-Year | |
| | | | Annual | |
| E. | Federal Government | | Mid-Year | |
| | | | Annual | |
| F. | For-Profit Business or Corporation | | Mid-Year | |
| | | | Annual | |
| G. | Consortiums/Collaboration | | Mid-Year | |
| | | | Annual | |
| H. | Housing Consortiums/Collaboration | | Mid-Year | |
| | | | Annual | |
| I. | School Districts | | Mid-Year | |
| | | | Annual | |
| J. | Institutions of post secondary education/training | | Mid-Year | |
| | | | Annual | |

| | | | |
|---|--|----------|--|
| K. Financial/Banking Institutions | | Mid-Year | |
| | | Annual | |
| L. Health Service Institutions | | Mid-Year | |
| | | Annual | |
| M. State wide associations or collaborations | | Mid-Year | |
| | | Annual | |
| The total number of organizations CAAs work with to promote family and community outcomes | | Mid-Year | |
| | | Annual | |

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above. Please describe these partnerships in Goal 4 Notes.

| | | | |
|--|--|----------|--|
| | | Mid-Year | |
| | | Annual | |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 4:

Partnerships among supporters and providers of services to low-income people are achieved.

This space is to record any significant narrative information for national goal 4, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 5.1 | | 1 | | 2 |
|--|---|--|---------------------|----------------------------------|
| Agency Development The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following | | Number of Resources in Agency Projected for Contract Period (#) | Reporting Period | Resources in Agency (#) |
| A. | Number of C-CAPs | | Mid-Year | |
| | | | Annual | |
| B. | Number of ROMA Trainers | | Mid-Year | |
| | | | Annual | |
| C. | Number of Family Development Trainers | | Mid-Year | |
| | | | Annual | |
| D. | Number of Child Development Trainers | | Mid-Year | |
| | | | Annual | |
| E. | Number of staff attending trainings | | Mid-Year | |
| | | | Annual | |
| F. | Number of board members attending trainings | | Mid-Year | |
| | | | Annual | |
| G. | Hours of Staff in trainings | | Mid-Year | |
| | | | Annual | |
| H. | Hours of board members in trainings | | Mid-Year | |
| | | | Annual | |

*In the rows below, please include any additional indicators that were not captured above. Please describe these measures in
Goal 5 Notes.*

| | | | |
|--|--|----------|--|
| | | Mid-Year | |
| | | Annual | |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 5:

Agencies increase their capacity to achieve results.

This space is to record any significant narrative information for national goal 5, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available available to provide an explanation for not meeting or exceeding your projections.

Contractor Name: _____
 Contact Person and Title: _____
 Phone Number: _____ Ext. Number: _____
 E-mail Address: _____ Fax Number: _____

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 6.1 | | 1 | 2 |
|---|--|--|---|
| Independent Living | | Number of Vulnerable Individuals Living Independently Projected to be Served for Contract Period (#) | Number of Vulnerable Individuals Living Independently (#) |
| The number of vulnerable individuals receiving services from community action that maintain an independent living situation as a result of those services: | | | |
| A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again if they are disabled under Individuals with Disabilities, ages 55-over.</i>) | | Mid-Year | |
| | | Annual | |
| B. Individuals with Disabilities | | Mid-Year | |
| | | Annual | |
| Ages: | | Mid-Year | |
| | | Annual | |
| a. 0-17 | | Mid-Year | |
| | | Annual | |
| b. 18-54 | | Mid-Year | |
| | | Annual | |
| c. 55-over | | Mid-Year | |
| | | Annual | |

In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.

| | | | |
|--|--|----------|--|
| | | Mid-Year | |
| | | Annual | |

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 6.2 Emergency Assistance The number of low-income individuals served by community action who sought emergency assistance and thenumber of those individuals for whom assistance was provided. | 1 Number of Individuals Projected to be Served for Contract Period (#) | Reporting Period | 2 Number of Individuals Seeking Assistance in Reporting Period (#) | 3 Number of Individuals Receiving Assistance in Reporting Period (#) |
|--|---|-----------------------------|---|---|
| | | | | |
| A. Emergency Food - for the purposes of this reporting, please provide the number of individuals receiving such assistance, not the number of units of service they received. | | Mid-Year | | |
| | | Annual | | |
| B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources | | Mid-Year | | |
| | | Annual | | |
| C. Emergency Rent or Mortgage Assistance | | Mid-Year | | |
| | | Annual | | |
| D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.) | | Mid-Year | | |
| | | Annual | | |
| E. Emergency Temporary Shelter | | Mid-Year | | |
| | | Annual | | |
| F. Emergency Medical Care | | Mid-Year | | |
| | | Annual | | |
| G. Emergency Protection from Violence | | Mid-Year | | |
| | | Annual | | |

| | | | | |
|-------------------------------|--|----------|--|--|
| H. Emergency Legal Assistance | | Mid-Year | | |
| | | Annual | | |
| I. Emergency Transportation | | Mid-Year | | |
| | | Annual | | |
| J. Emergency Disaster Relief | | Mid-Year | | |
| | | Annual | | |
| K. Emergency Clothing | | Mid-Year | | |
| | | Annual | | |

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

| | | | | |
|--|--|----------|--|--|
| | | Mid-Year | | |
| | | Annual | | |

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 6.3 | | | 1 | 2 | 3 | 4 | 5 |
|---|--|------------------|---|---|--|--|--|
| Child and Family Development | | | Number of Participants Projected to be served for Contract Period (#) | Number of participants Enrolled in Program(s) in Reporting Period (#) | Number of Participants Expected to Achieve Outcome in Reporting Period (#) | Number of Participants Achieving Outcome in Reporting Period (#) | Percentage of Participants Achieving Outcome in Reporting Period (%) |
| | | Reporting Period | | | | | |
| A. INFANTS & CHILDREN | | | | | | | |
| 1. Infants and children obtain age appropriate immunizations, medical and dental care | | Mid-Year | | | | | |
| | | Annual | | | | | |
| 2. Infant and child health and physical development are improved as a result of adequate nutrition | | Mid-Year | | | | | |
| | | Annual | | | | | |
| 3. Children participate in pre-school activities to develop school readiness skills | | Mid-Year | | | | | |
| | | Annual | | | | | |
| 4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade | | Mid-Year | | | | | |
| | | Annual | | | | | |

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

| National Performance Indicator 6.3 (continued) Child and Family Development The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following: | 1 Number of Participants Projected to be served for Contract Period (#) | Reporting Period | 2 Number of participants Enrolled in Program(s) in Reporting Period (#) | 3 Number of Participants Expected to Achieve Outcome in Reporting Period (#) | 4 Number of Participants Achieving Outcome in Reporting Period (#) | 5 Percentage of Participants Achieving Outcome in Reporting Period (%) |
|--|--|-------------------------|--|---|---|---|
| B. YOUTH | | | | | | |
| 1. Youth improve health and physical development | | Mid-Year | | | | |
| | | Annual | | | | |
| 2. Youth improve social/emotional development | | Mid-Year | | | | |
| | | Annual | | | | |
| 3. Youth avoid risk-taking behavior for a defined period of time | | Mid-Year | | | | |
| | | Annual | | | | |
| 4. Youth have reduced involvement with criminal justice system | | Mid-Year | | | | |
| | | Annual | | | | |
| 5. Youth increase academic, athletic or social skills for school success | | Mid-Year | | | | |
| | | Annual | | | | |
| C. PARENTS AND OTHER ADULTS | | | | | | |
| 1. Parents and other adults learn and exhibit improved parenting skills | | Mid-Year | | | | |
| | | Annual | | | | |
| 2. Parents and other adults learn and exhibit improved family functioning skills | | Mid-Year | | | | |
| | | Annual | | | | |
| <i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i> | | | | | | |
| | | Mid-Year | | | | |
| | | Annual | | | | |
| | | Mid-Year | | | | |
| | | Annual | | | | |

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive

NPI 6.4: Family Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance Indicator 6.4 Family Supports (Seniors, Disabled and Caregivers) | | 1 Number of participants Projected to be Served for Contract Period (#) | Reporting Period | 2 Number of participants Enrolled in Program(s) # | 3 Number of participants Achieving Outcome in Reporting Period (#) |
|---|--|--|---------------------|--|--|
| Low-income people who are unable to work, especially seniors, adults with disabilities, and caregivers, for whom barriers to family stability are reduced or eliminated, as measured by one or more of the following: | | | | | |
| A. Enrolled children in before or after school programs | | | Mid-Year | | |
| | | | Annual | | |
| B. Obtained care for child or other dependent | | | Mid-Year | | |
| | | | Annual | | |
| C. Obtained access to reliable transportation and/or driver's license | | | Mid-Year | | |
| | | | Annual | | |
| D. Obtained health care services for themselves or family member | | | Mid-Year | | |
| | | | Annual | | |
| E. Obtained safe and affordable housing | | | Mid-Year | | |
| | | | Annual | | |
| F. Obtained food assistance | | | Mid-Year | | |
| | | | Annual | | |
| G. Obtained non-emergency LIHEAP energy assistance | | | Mid-Year | | |
| | | | Annual | | |
| H. Obtained non-emergency WX energy assistance | | | Mid-Year | | |
| | | | Annual | | |
| I. Obtained other non-emergency energy assistance. (State/local/private energy programs. Do Not Include LIHEAP or WX) | | | Mid-Year | | |
| | | | Annual | | |
| In the rows below, please include any additional indicators for NPI 6.4 that were not captured above. | | | | | |
| | | | Mid-Year | | |
| | | | Annual | | |

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive

NPI 6.5: Service Counts

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

| National Performance <u>Indicator 6.5</u> Service Counts | | 1 Number of services Projected to be Served for Contract Period | Reporting Period | 2 Number of Services (#) |
|---|--|---|---------------------|-----------------------------------|
| The number of services provided to low-income individuals and/or families, as measured by one or more of the following: | | | | |
| A. Food Boxes | | | Mid-Year | |
| | | | Annual | |
| B. Pounds of Food | | | Mid-Year | |
| | | | Annual | |
| C. Units of Clothing | | | Mid-Year | |
| | | | Annual | |
| D. Rides Provided | | | Mid-Year | |
| | | | Annual | |
| E. Information and Referral Calls | | | Mid-Year | |
| | | | Annual | |
| In the rows below, please include any additional indicators for NPI 6.5 that were not captured above. | | | | |
| | | | Mid-Year | |
| | | | Annual | |

Contractor Name: _____
Contact Person and Title: _____
Phone Number: _____ Ext. Number: _____
E-mail Address: _____ Fax Number: _____

Agency Notes and Clarifications on Goal 6:

Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

This space is to record any significant narrative information for national goal 6, as requested by the *Guide*. We encourage you to provide qualitative information to compliment and augment your statistical outcome data. In addition, this space is available to provide an explanation for not meeting or exceeding your projections.